# QUICK REFERENCE GUIDE

This easy to use ordering site is accessible through **buyND**. Your username and password can be something unique or just your email address, but the password, which is case sensitive, must contain 6 characters at a minimum and be a combination of letters and numbers.
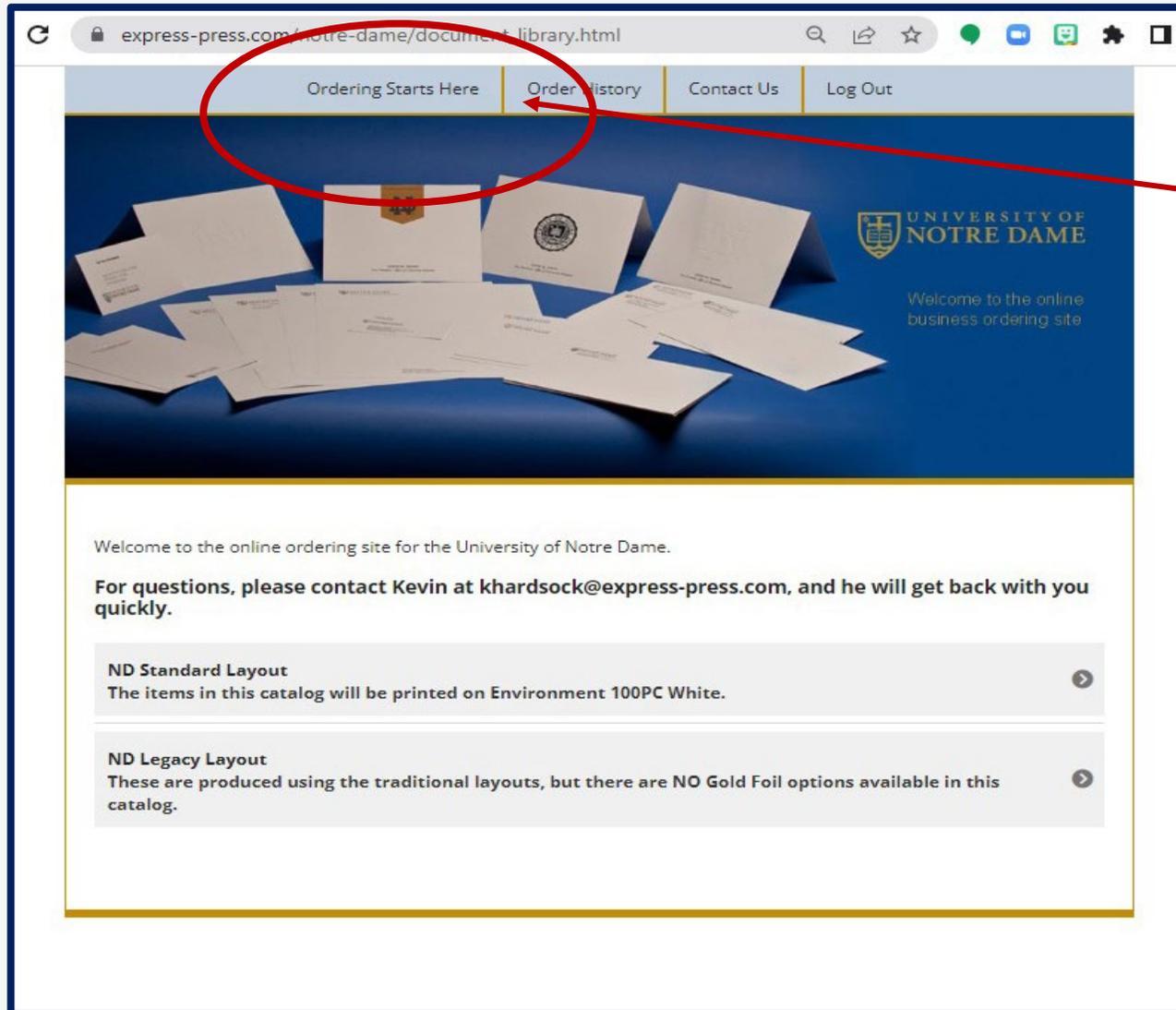
Express Press
INCORPORATED ®

To Log In

How it works:

1 Go to www.express-press.com/notre-dame

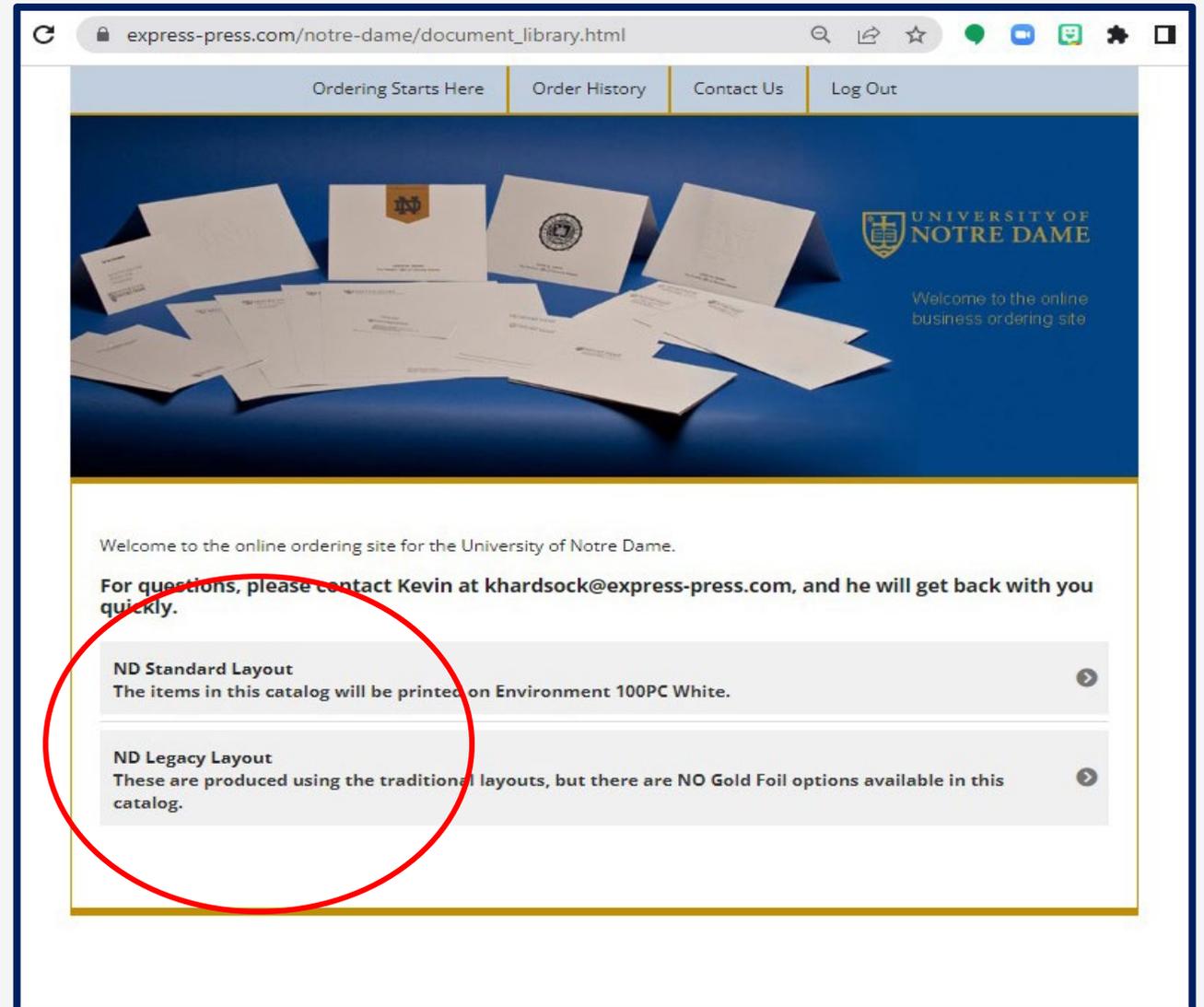**2** Click to log in using Notre Dame NetID
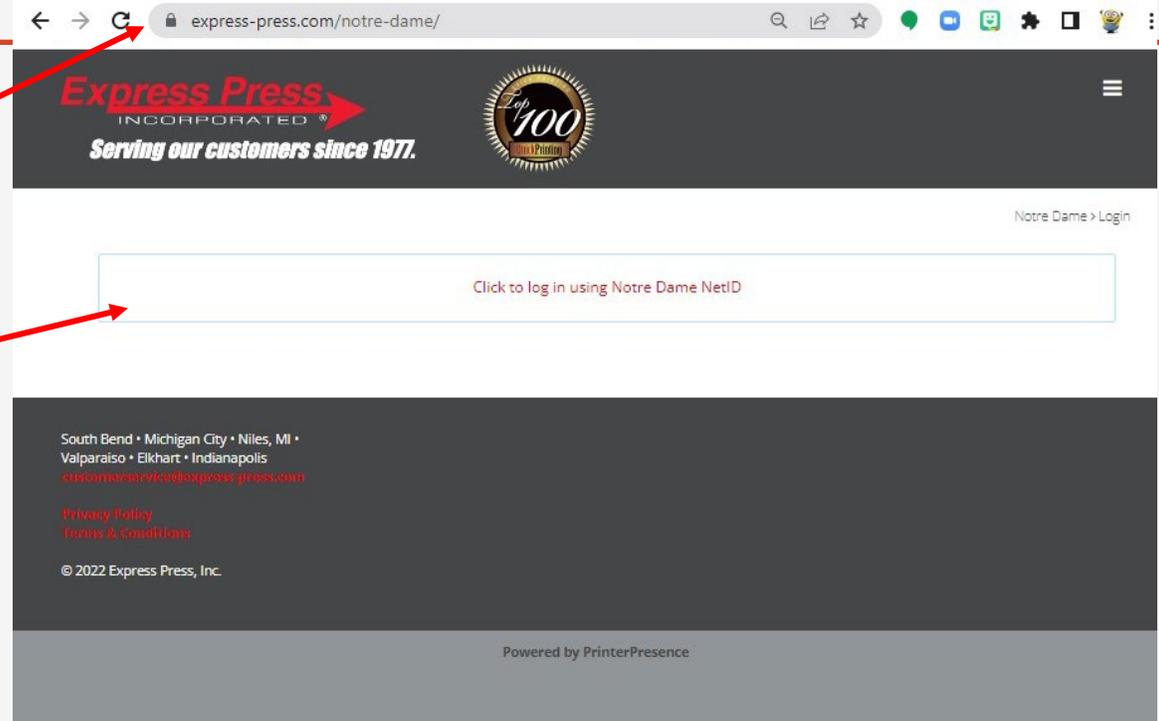
Ordering Starts Here

Once you have registered and **logged in**:

1. Click **"Ordering Starts Here"**

2. Select one of the categories to begin the ordering process.

Choose a Catalog

Now it's time to start ordering what your department needs.

1. Choose the catalog you want to begin with.

2. The ND Standard Layout are the newest design layouts.

3. The Legacy Items are all the items that were retained from the previous years.

To order an item

1 Select a quantity from the drop down menu of the item you wish to order.

2 Fill in the information

3 Once all of the information is filled in, select the preview button. This will produce a proof for you to review. If your preview looks exactly right, select **Order**.

If you notice that you need to change something, select **Modify** and go back and make the change, preview the card again, and if it is correct, select **Order**.
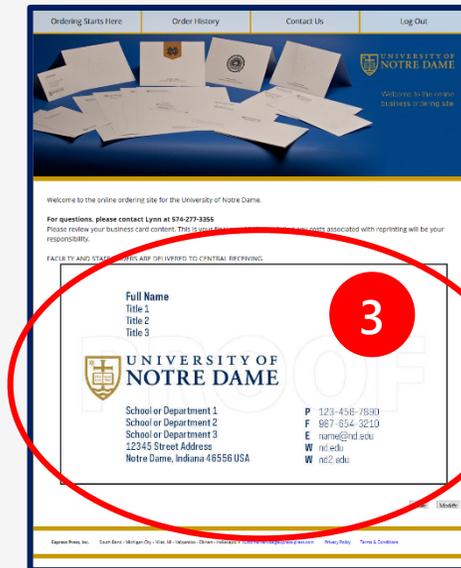
Please Note: The proof is exactly the way the card will be produced.
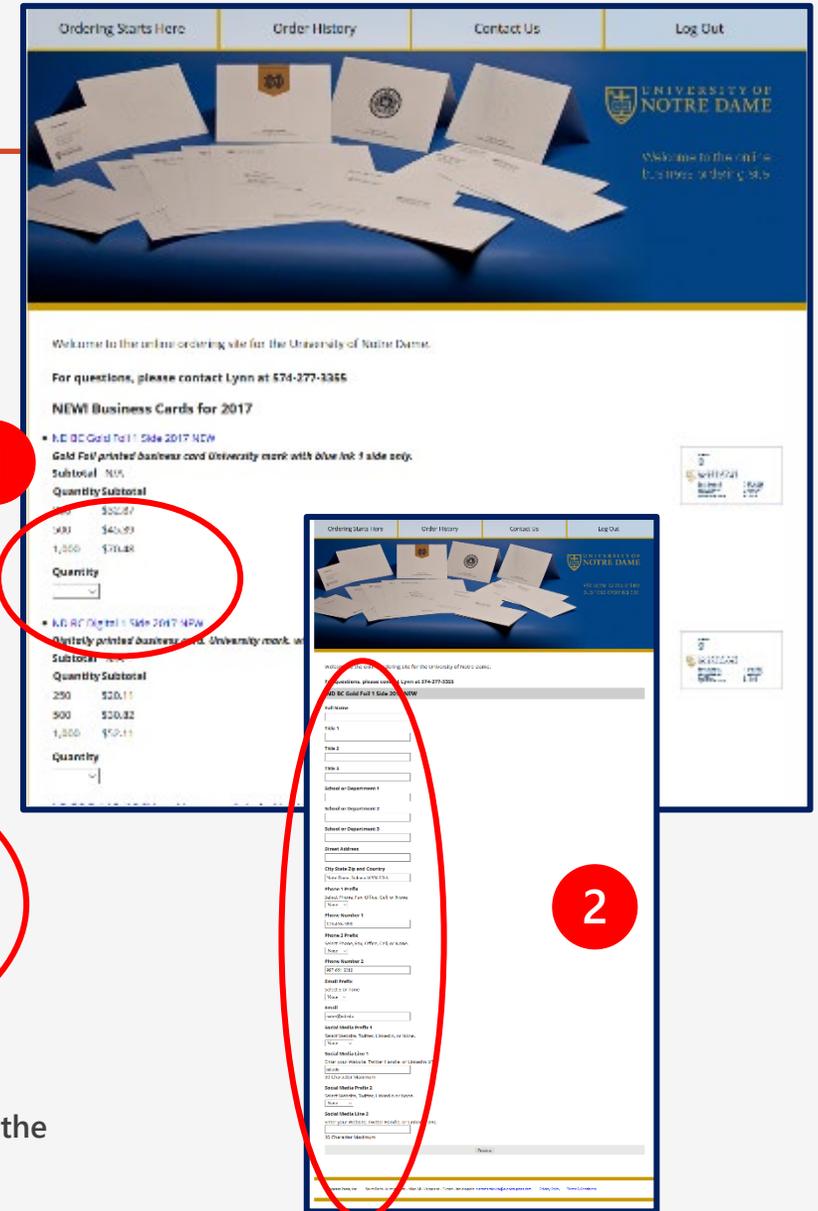
The Checkout

To order additional items:

- Click **"Continue Shopping"**

To checkout:

There are two different ways to checkout of the ND portal.

1
- Enter a **"Foapal Number"**
- Choose a date for delivery
- Choose **"Pay Later (FOAPAL)"**

2
- Enter your **"Credit Card Information"**
- Choose a date for delivery
- Choose **"Pay Now (Credit Card)"**

- **To complete your order**
- Click **"Submit Payment"** to complete order

Foapal Checkout

Credit Card Checkout

Additional Information

- To make an item larger, click on any image preview or thumbnail.

- Items will remain in the shopping cart if you do not complete the ordering process. They can be modified at a later date.

- Delete the default information from fields that should not appear on the item.

- Check the proof carefully to make sure all the information is correct.

- Contact khardsock@express-press.com or 574-277-3355 for help.

Shipment Tracking

Standard turnaround time is 5-7 business days.